

LAI D OFF STATE EMPLOYEE UNEMPLOYMENT BENEFITS INFORMATION

State employees who are laid off may be eligible to receive unemployment compensation benefits **after** they have completed their last day of employment and **after** they have **exhausted** all of their separation pay. Separation pay includes the payout of the employee's accumulated leave, bonus leave, floating holidays and a percentage of sick leave (see [the Division of Personnel's employee fact sheet](#) regarding payouts for more detailed information).

Many things are taken into account in determining when the benefits eligibility will begin, when the claim is opened, what periods of time will be used to establish a weekly benefit amount, how much separation pay is received, who the employee worked for and the reasons for separation. Therefore, before filing a claim, employees should contact their local Employment Security Office for assistance in determining when to open a claim. Their Customer Service Department can be contacted by calling 1-800-266-2252. The timing of opening a claim is **VERY** important because it can affect how many weeks an employee is eligible to receive payments and/or the amount of the weekly benefit amount.

Claims can be filed in person at the nearest Employment Security Office or through the on-line application at www.nh.gov/nhes. It is recommended that you take the time to read the detailed information regarding unemployment compensation rights and obligations prior to submitting a claim. This brochure can be found at the NH Employment Securities website at:

<http://www.nhes.nh.gov/forms/documents/uc-r-and-o.pdf>

Before filing a claim, employees need to have the following information ready to assist them in completing the application for benefits:

- * Employee's Social Security Number
- * Address (mailing and home address)
- * Telephone Number and/or email address
- * Alien Registration Number (if you are not a U.S. citizen)
- * Specific information about how leave payouts were broken down *(if applicable).
This will include how much was paid for sick leave, annual leave, bonus leave, etc.
- * Military Form DD-214, member 4 copy (if you were in the military in the past year)
- * Form SF-8 (if you worked for the Federal government in the past year)
- * Last four (4) pay stubs

In addition, for each employer the employee worked for in the past 18 months, have the following information available when you file:

- * Complete name and address of each employer (including zip code)
- * Payroll address if different
- * Employer's telephone number (including area code)
- * Beginning and ending dates of employment (day, month and year)
- * Reason for separation

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Separation and leave payout example:

- The employee receives \$4,653.25 in payout funds (annual leave, % of sick leave, bonus leave, floating holidays, etc.).
- Their average weekly earnings are \$456.00
- \$4,653.25 divided by \$456.00 equals 10.2 weeks of earnings
- In this case, the employee would not be eligible to begin receiving full benefits until approximately the 11th week after their final payment from state service, as long as all applicable waiting periods have been met and/or a determination has been made on the employee's claim. Employment Security looks at the total number of weeks and days that the laid off employee's payout/separation pay represents and will suspend the benefits until the payout funds are exhausted and the waiting period has been completed.

A laid off employee should take the above information into account in determining how soon they wish to submit an application to open an unemployment compensation claim. Opening a claim too soon may affect the amount of unemployment compensation the employee will receive. It is recommended that the employee apply no later than 2 or 3 weeks before their payout funds are exhausted so that a determination can be made on their claim. This will help to avoid additional waiting periods or delays in receiving the first check once the eligibility timeframe begins. Depending upon how quickly your initial claim is received and verified by your past employer(s), a determination can sometimes take weeks to be decided.

IT IS IMPORTANT TO REMEMBER

- **BEFORE** opening an unemployment compensation claim, please consult with your local Employment Security Office Representative to determine the best time to open a claim based on your separation payout. **You will also want to review the ENTIRE section of opening a claim in the Rights and Obligation brochure before opening a claim, because you will have to take a few factors into consideration before making this important decision.**
- The earliest you can file a claim is in the week following the effective date of your layoff. However, please remember that employees are **NOT** eligible to receive compensation benefits until they have exhausted all of their separation payout funds.
- Depending upon how quickly your initial claim is received and verified by your past employer(s), a determination can sometimes take weeks to be decided. Therefore it is recommended that the employee apply no later than 2 or 3 weeks before their payout funds are exhausted.
- **BE VERY CAREFUL** when completing the application for unemployment benefits. If the application is incomplete or inaccurate, it will delay a determination regarding benefits eligibility and will also delay payments.

For more specific information regarding your situation, please contact your local Employment Security Office. To find the closest office near you or to get more information regarding unemployment benefits and/or the job match system, please visit their website at <http://www.nh.gov/nhes> .